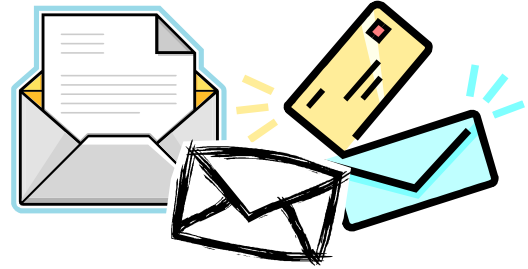


Credentials Application Instruction Sheet



- ✓ **Official Application** - Please complete the correct application in full being sure to answer all aspects of each question and sign the application. Return the application as soon as possible to our office, North Texas District Council Assemblies of God, PO Box 838, Waxahachie, TX 75168-0838.
- ✓ **Pictures** – Please include 2 pictures with your application.
- ✓ **Information Authorization and Release Forms** – Please complete these and **have them notarized.** Send the notarized originals to our office with your application form.
- ✓ **Background Check Disclosure Form** - Please complete this and return with your application.
- ✓ **Social Security Card** – Please include a copy of your social security card with your application.
- ✓ **Application Fees** – Please return your application with a check made payable to the North Texas District Council for the following amounts according to which level you are applying for:
 - \$110 if you are applying for a Certificate of Ministry
 - \$115 if you are applying for a License to Preach
 - \$120 if you are applying for Ordination.
 - \$200 if you are applying for Reinstatement (all levels)
- ✓ **Reference Forms** - Please complete the upper portion of each reference form with your name and the North Texas District address. Then send the appropriate forms to the eight individuals (**1 pastor, 2 ministers, 3 friends, and 2 employers**) with a copy of your Release Forms for you and your spouse (if married) along with a stamped envelope addressed to the District Office so your reference can easily return the form to our office. The individuals you send these forms to should be the same individuals you list on the back of your application form as references. Please instruct your references to complete the forms and mail them to the district office before the date of your sectional interview.
Note that one of the ministers needs to be your pastor, and one of the friends needs to be someone whom is beyond your church acquaintance. Do not use an individual for more than one reference. These reference forms, along with the application and release form, may be obtained at our website, www.northtexas.ag under Resources tab then click credentials.
- ✓ **Synopsis of Exam** - You may use this synopsis to prepare yourself for the exam, which will be administered to you on a date approximately two to four weeks before your section's interview date. The exam will be open Bible (text only – no study bibles) for the entire exam and open constitution and bylaws for all portions except the theological section. No additional notes may be used. A copy of the North Texas District's Constitution and Bylaws is available in electronic format only due to the size of the files.

Please Note!!! As a credentials applicant, you are responsible for making your presbyter's office, as well as the district office, aware of any changes to the mailing address or phone number you have written on your application forms. ***Failure to notify our offices of these changes may result in the termination of your application.***

North Texas District Council Assemblies of God
Diane Thompson, Credentials Administrator email: dthompson@northtexas.ag ph: 817-284-4856